

INFORMATION BULLETIN

WORKFORCE INVESTMENT ACT

Number: WIAB04-103

Date: May 17, 2005

Expiration Date: 6/30/06

69:113;jw:9247

TO: WORKFORCE DEVELOPMENT COMMUNITY

SUBJECT: DOL TRAINING ON FINANCIAL ACCOUNTING

The Department of Labor (DOL) Employment and Training Administration (ETA) Region 6 is sponsoring training entitled Financial Accounting for ETA Training Programs. The training is designed for Local Workforce Investment Area (LWIA) staff, LWIA subrecipients, and service providers. The emphasis of the training is on accounting on an accrual basis. Each training session is two days. The agenda is shown in Attachment 1. There will be no fee for this training. Each session is limited to 50 attendees.

Four two-day training sessions are planned. Two will be in Sacramento; one in Los Angeles; and one in San Diego. The Sacramento sessions will be held at the Double Tree Inn on June 14–15 (Tuesday and Wednesday), and again on June 16–17 (Thursday and Friday). The Los Angeles session will be held at the Los Angeles Athletic Club on June 21–22 (Tuesday and Wednesday). The San Diego session will be held at the Double Tree Club on June 23–24 (Thursday and Friday). Information regarding the address of each session, and hotel room information is shown in Attachment 2. All attendees will be responsible for making their own reservations with the properties shown in Attachment 2.

Training reservations can be secured by the completion and submission of the appropriate registration form (Attachments 3-6), or by contacting Macey Prince or Lynn Rhodes at the DOL ETA Region 6 Office in San Francisco. Ms. Prince can be reached by phone at (415) 975-4645 and Ms. Rhodes can be reached at (415) 975-4644.

We encourage you to consider attending this valuable fiscal training. If you have any questions about the training or reservations for the training, please contact Ms. Prince as directed above.

/S/ BOB HERMSMEIER
Chief
Workforce Investment Division

Attachments

FINANCIAL ACCOUNTING FOR ETA TRAINING PROGRAMS

AGENDA

DAY ONE

PHASE ONE- CORE REQUIREMENTS

- 10:00 a.m. Welcome and Introductions
- 10:10 a.m. Course Overview and Background, Key Terminology
- 11:15 a.m. BREAK
- 11:30 a.m. Administrative Requirements and Cost Principles
- 12:30 p.m. LUNCH

PHASE TWO—REPORTING COSTS ON AN ACCRUAL BASIS

- 1:30 p.m. Accrual-Basis of Grant Costs
- 2:30 p.m. BREAK
- 2:45 p.m. Obligations and Accruals—Distinctions and Requirements
- 4:30 p.m. End of Day One Training

DAY TWO

- 9:00 a.m. Recap and Review of Day One Training
- 9:10 a.m. Obligations and Accruals—Examples
- 10:15 a.m. BREAK
- 10:30 a.m. Techniques for Accrual-Basis Reporting
- 10:45 a.m. Case Studies and Examples
- Noon LUNCH
- 1:00 p.m. Case Studies and Examples
- 2:15 p.m. BREAK
- 2:30 p.m. Case Studies and Examples
- 4:30 p.m. ADJOURN

Financial Accounting for ETA Training Programs Training Sites

For all locations:

All 2-day sessions are: 10 a.m. – 5 p.m. on Day 1 and
9 a.m. – 4 p.m. on Day 2

Limit of 50 people per 2-day session

June 14–15, 2005 Sacramento

Doubletree Hotel
2001 Point West Way
Sacramento, CA 95817
(916) 929-8855

Room Rate: \$84 plus 12.05 percent tax + \$1.25 tourism Assessment fee. Block of rooms established under *DOL's Financial Accounting Training*. Cut-off is June 1, 2005.

Parking: Complimentary

Shuttle service provided by Super Shuttle (\$15 each way)

June 16–17, 2005 Sacramento

Same as above

June 21–22, 2005 Los Angeles

The Los Angeles Athletic Club
431 West Seventh Street
Los Angeles, CA 90014
(213) 625-2211

Room Rate: \$110 plus 14 percent tax. Block of rooms established under *DOL's Financial Accounting Training*. Cut-off is June 7, 2005.

Parking: \$8.80/day for guests staying overnight (in & out privileges)
\$4.50/day for guests attending training (no in & out privileges)

Shuttle service: Super Shuttle (\$17 each way-from LAX or Burbank)

Taxi: \$42 one way from either LAX or Burbank airports

June 23–24, 2005 San Diego

The DoubleTree Club Hotel (formerly the Regency Hotel)
1515 Hotel Circle South
San Diego, CA 92108
(619) 881-6900

Room Rate: \$129 plus 10.5 percent tax + \$.50 tourism Assessment fee. Block of rooms established under *DOL's Financial Accounting Training*. Cut-off is June 9, 2005.

Parking: Complimentary

Shuttle service: \$8.50 each way (numerous shuttle services to choose from)

Taxi: Under \$20 each

*U.S. Department of Labor Employment and Training Administration****FINANCIAL ACCOUNTING
FOR ETA TRAINING PROGRAMS***

***Sacramento Session I
Double Tree Inn, Sacramento
June 14-15, 2005***

REGISTRATION FORM

Please type or print your information, as it should appear on each name badge. Duplicate this form if you have more than one person attending. The completed registration form should be faxed to Macey Prince at 415-975-4776. Contact Macey Prince (415) 975-4645 or Lynn Rhodes (415) 975-4644 with any questions.

PARTICIPANT INFORMATION

First Name: _____

Last Name: _____

Organization: _____

Title: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

E-mail: _____

Special Needs: Accessibility/Disability Assistance _____

Dietary _____

Other _____

Registrations are due June 3, 2005**PLEASE REMEMBER TO MAKE YOUR HOTEL RESERVATION BY THE CUTOFF DATE**

**Doubletree Hotel, Sacramento (916) 929-8855
Group Name – “DOL Financial Accounting Training”**

THIS FORM IS FOR CONFERENCE REGISTRATION ONLY

U.S. Department of Labor Employment and Training Administration

***FINANCIAL ACCOUNTING
FOR ETA TRAINING PROGRAMS***

***Sacramento Session II
DoubleTree Inn, Sacramento
June 16-17, 2005***

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***FINANCIAL ACCOUNTING
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***Los Angeles Session
The Los Angeles Athletic Club
June 21-22, 2005***

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Registrations are due June 3, 2005

PLEASE REMEMBER TO MAKE YOUR HOTEL RESERVATION BY THE CUTOFF DATE

The Los Angeles Athletic Club, Los Angeles (213) 625-2211

Group Name – “DOL Financial Accounting Training”

THIS FORM IS FOR CONFERENCE REGISTRATION ONLY

U.S. Department of Labor Employment and Training Administration***FINANCIAL ACCOUNTING
FOR ETA TRAINING PROGRAMS***

***San Diego Session
The Doubletree Club Hotel
June 23-24, 2005***

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